From: <u>Fortenberry, Chase</u>

To: Saric, James; Virgilio, Susan
Cc: Garret Bondy; Draper, Cynthia E
Subject: FW: LIDAR data on FTP site

Date: Tuesday, August 20, 2013 12:28:47 PM

Jim and Susan,

The requested LIDAR data can be retrieved at the attached ftp site. I apologize for the delay.

Please let me know if you need any additional information.

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Your "Standard" FTP site has been set-up

Your "Standard" FTP site has been set-up and a 'Test' folder created to ensure everything is working well.

You can use your FTP (file transfer protocol) site to exchange large files with colleagues and clients without using email.

To open your FTP site

- This is the unique link to your FTP site
 ttp://gp-transfer:kzoo13@amftp.amec.com
- Do not click the link! Use the following steps for quick and easy access...
- Copy the above link
- Right-click on the My Computer icon on your desktop and select Explore or

Using your keyboard, press and hold the **Windows** key and tap the **letter E** to display **My Computer / Windows Explorer**

- Paste the link you copied from above into the Address box and click Go or press Enter (You can type the details into the Address box if you prefer...)
- The site should open automatically for you (if not, see 'Tip' below)
- You can now copy files into your FTP site, create sub-folders if required, then email the same link to colleagues or external clients and easily exchange large documents
- This guide gives step-by-step instructions on how to use an FTP site and details on how



Tip

If the above does not work for you, to open the FTP site -

- Click this link ftp://amftp.amec.com
- A window opens displaying -

FTP root at amftp.amec.com

- Click the Page button (or the View menu option) and then select
 Open FTP Site in Windows Explorer
- When asked for username and password enter these details
 - Username gp-transfer
 - Password kzoo13

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